

JOB OPPORTUNITY



**STATE OF CALIFORNIA
CALIFORNIA INFRASTRUCTURE AND ECONOMIC DEVELOPMENT
BANK**

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.

CLASSIFICATION:

Assistant Loan Officer*
Full-time/Permanent

DATE: July 18, 2006

**Lateral candidates encouraged to apply.*

LOCATION: Sacramento

FILING DEADLINE: Until filled.

JOB DUTIES: Under the supervision of the Manager of Bond Financing Programs of the California Infrastructure and Economic Development Bank (I-Bank), the incumbent shall have the following responsibilities:

- Assist with the review and analysis of applications for tax-exempt loans, notes and bonds issued by the I-Bank.
- Assist with the preparation of written staff reports making recommendations to the I-Bank's board of directors to approve or decline financing requests.
- Assist other staff and outside parties to successfully complete the issuance of debt by the I-Bank.
- Maintain files, correspondence, account balances, databases and other information related to I-Bank financing programs.
- Perform other duties as required.

DESIRABLE QUALIFICATIONS:

- Ability to analyze, evaluate and interpret information and situations effectively.
- Strong writing skills.
- Be detail oriented and thorough in carrying out assigned responsibilities.
- Ability to establish effective priorities among competing requirements.
- Ability to analyze data and present technical information demonstrating good communication skills.
- Experience with spreadsheet and database applications such as Excel and Access.

LATERAL, SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

CONTACT: Barbara Lewis

PHONE: (916) 324-1299

PLEASE SUBMIT YOUR APPLICATION TO:
California Infrastructure and Economic Development Bank
1001 I Street, 19th Floor
Sacramento, CA 95814
ATTENTION: Barbara Lewis